

**6 DECEMBER 2002**



**Personnel**

**ALTERNATE WORK SCHEDULES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements procedures found in AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances* (AFRES Supplement) and serves as a general reference document. It applies to all 914<sup>th</sup> Airlift Wing civilian personnel. The Instruction outlines information, definitions, and instructions essential to the administration of the Alternate Work Schedules (AWS) for employees assigned to the 914<sup>TH</sup> Airlift Wing, Niagara Falls, NY 14304-5000. The Civilian Personnel Office (914 AW/DPC) is responsible for this instruction and will process any changes additions and deletions approved by the Wing Commander. Units should forward recommended changes to 914 AW/DPC and provide a point of contact for changes submitted.

**1. References:**

- 1.1. 5 CFR Chapter 1, Part 610, Subpart D, Flexible and Compressed Work Schedules.
- 1.2. Defense Civilian Pay System (DCPS)-UM-04, Time and Attendance User's Manual.
- 1.3. DoD 7000.14-R, Volume 8, DoD Financial Management Regulation, Civilian Pay Policy and Procedures.
- 1.4. AFI 36-807, Weekly and Daily Scheduling of Work and Holiday Observances.
- 1.5. AFI 36-807S1 (AFRES Supplement).
- 1.6. Memorandum of Agreement Between 914<sup>th</sup> Airlift Wing and NAGE R2-33.

**2. Objective :** This instruction will enhance the morale and quality of life, while maintaining mission readiness/capability and quality productivity, and will give employees the opportunity to balance work and family responsibilities more easily. It shall remain in effect until otherwise rescinded, revised or superseded by joint agreement between management and NAGE R2-33. If the agency determines that any portion of this plan has had an adverse agency impact, it shall promptly take corrective action to reverse same utilizing applicable criteria.

**3. Conditions and Regulatory Restrictions :** The “agency/organizational unit” as a whole will remain open for business five days per workweek. The Air Force administrative workweek begins at 0001 Sunday and ends at 2400 on the next following Saturday. Within these parameters, the 914<sup>th</sup> AW basic workweek is established as Monday through Friday. The basic workday (not on AWS) will commence at 0715, consist of one unpaid 45-minute meal period from 1115 – 1200, and end at 1600, for a total of 8 working hours. Individual Group Commanders (Operations, Logistics, Support) will be responsible for developing and documenting alternate work schedules within their respective groups to ensure adequate section/office coverage, as well as to provide for customer service. The AWS may also be utilized to extend office coverage for primary Unit Training Assemblies (UTAs). Meal periods authorized under the AWS will range from a minimum of 30 minutes to a maximum of two hours. Meal periods will occur between 1100 and 1300 hours. Any variances must be approved by the immediate supervisor.

3.1. This AWS Plan is designed to provide flexibility for both the employee and the organization. Bargaining unit employees are eligible to participate in the AWS program; however, no employee will be required to participate in this program.

**4. Duty Hours:** Core Hours are defined as those hours during each workday that an employee on an AWS must be present for duty or in an appropriate leave status. For the normal day shift, AWS core hours will be 0830 to 1500 hours. The agency’s bandwidth (earliest starting and latest ending times) will be 0600 to 1800. To accommodate a second shift, the agency's bandwidth may be extended from 1800 to 2330 at the discretion of the Group commanders. During the specified core hours, employees must either be present for duty or in an authorized leave status. Meal periods on any work schedule will not be taken at the end of the workday in order to shorten the duty day during core hours, nor will they be skipped in order to shorten the length of the duty day.

4.1. Authorized Work Schedules are:

<u>Defense Civilian Pay</u>	<u>System Codes (DCPS)</u>
Not on AWS	(DCPS Code “0”)
Felxitour	(DCPS Code “1”)
Gliding	(DCPS Code “2”)
Compressed	(DCPS Code “6”)

Standard Schedule (Not on AWS) – Report time of 0715 with lunch from 1115-1200 (45 minutes) depart time of 1600 each day.

Flexitour (AWS-1) – Flexitour is a work schedule in which an employee once having selected starting and stopping times within the flexible hours (0600-1800), continues to adhere to these times. Credit Time may be earned and used under this schedule. Meal periods may vary from thirty minutes to two hours. Employees will submit Flexitour attendance sheets (attached) biweekly for time card preparation purposes when exceptions to the normal schedule are made (i.e., credit hours earned/used, military duty, etc.)

Gliding (AWS-2) – A flexible schedule in which an employee has a basic work requirement of 8 hours each day and 40 hours each week. Employees may select an arrival time each day and may change that arrival time daily as long as it is within established flexible (0600-1800) and core (0830-1500) hours.

Meal periods may vary from thirty minutes to two hours. Employees will submit Gliding schedule attendance sheets (attached) biweekly for time card preparation purposes when exceptions to the normal schedule are made (i.e. credit hours earned/used, military duty, arrival time changes, etc.).

Compressed (AWS-6) – A compressed schedule is a fixed schedule which enables the full-time employee to complete the basic work week of 80 hours in fewer than 10 full workdays in a bi-weekly period. There are no flexible times in a compressed schedule, employees' time of arrival, meal period, and departure from work are set. The compressed schedule worked at the 914<sup>th</sup> will be the 5-4/9 schedule (eight - 9-hour days, one – 8-hour day and 1 scheduled day off (SDO) in a pay period.) The meal period must be fixed but can range from thirty minutes to two hours.

4.2. Work schedule changes must be requested through the timekeeper for approval by the individual's supervisor. The work schedule will remain in effect unless a change is submitted and approved. The employee will be required to sign the DCPS Work Schedule Change form before submission to supervisor. Work schedule changes must be mission driven and not done to avoid taking leave, any variations must be approved by the supervisor. Work schedule changes must be submitted to timekeepers by the Friday before the beginning of the affected pay period.

4.2.1. In order to provide flexibility sufficient to ensure fair results and meet the needs of the organization, if changes to the employee/section's work schedule are to be made, the employee shall be provided the opportunity to grieve any such change that was made without his/her consent.

4.2.2. Supervisors will make every reasonable effort to honor an employee's request, subject to constraints such as work requirements, mission impact, and safety. If the supervisor cannot approve an employee's request, the employee and the supervisor will discuss possible alternatives. Disapprovals will be explained to the employee.

4.2.3. Civilian employee tours of duty will not be adjusted to avoid taking proper leave for personal convenience when performing military duties. (An example of an inappropriate schedule change would be an employee's request to change from a regular 8 hour, 5 day a week tour of duty, to a compressed work schedule to perform military duty, with no intention of ever working the schedule in a civilian status.) Conversely, civilian employees on an approved compressed work schedule will not be required to change to a non-compressed schedule in order to perform military duties.

4.3. With Group Commander written approval, work-centers that schedule shifts based on the flying schedule may vary the bandwidth and core times for mission accomplishment.

4.4. As much as practical, meetings will be scheduled during AWS core hours to ensure necessary personnel are available to participate in these meetings while maintaining the positive aspects of the AWS.

**5. Credit Hours :** Credit hours are those hours (can be earned and used in ¼ hour increments) within a flexible work schedule that are in excess of an employee's basic work requirement which the employee elects (with prior supervisory approval) to work so as to vary the length of the workday. Credit hours will not be earned while TDY for training. Credit hours will be recorded in the Defense Civilian Pay System.

5.1. Credit hours may be worked only by employees on flexible (Flexitour and Gliding) schedule. Credit hours are distinguished from overtime hours in that management does not officially order them in advance. Credit hours are not authorized for employees on the standard or compressed work sched-

ule. Credit hours may be earned prior to the beginning of the workday and must be earned before they are used. Credit hours may not be “regularly scheduled” on a daily basis in order to have a set day off each week, i.e., earn two hours each day Monday through Thursday in order to have each Friday off. (The fulfillment of an employees basic work requirements in less than ten days during the biweekly pay period constitutes a compressed work schedule, not a flexitour schedule, and credit hours are not authorized on a compressed work schedule.).

5.2. Work performed for credit hours may take place at anytime within the administrative work week (Monday – Friday) to include hours outside the bandwidth (0600-1800). Credit hours will generally not be earned on weekends or non-duty days – any exceptions must have prior supervisory approval. Supervisors may require employees to obtain verbal approval prior to “working/earning” credit hours at any time.

5.3. A full-time employee cannot carry more than 24 credit hours from one pay period to the next. There is no limit on the total number of credit hours which may be accumulated and used during any one biweekly pay period, however any credit hours in excess of the 24 hours maximum carryover must be taken during the pay period or they will be forfeited. Supervisors may limit the number of credit hours accumulated during the pay period. The employee will schedule the use of credit hours, like any other authorized leave, in advance. Final approval for use of credit hours is up to the supervisor and based on mission needs.

5.4. The employee receives no additional pay for credit hours when they are credited to his or her account. Supervisors must maintain proper documentation of credit hours through their established time accounting method. It is the employee’s and supervisor’s responsibility to zero out any credit time prior to employee transfer or termination or if the employee changes from a flexible schedule. Credit hours, not to exceed 24 hours total, shall be paid at the employee’s current hourly rate when an employee is no longer subject to a flexible work schedule program or upon separation.

5.5. Credit hours shall be earned and used in the same increments as other leave. All credit hours earned and taken must be accounted for in the same manner as other types of leave.

5.6. Charges to Leave: There is no requirement for employees to use flexible hours for medical or dental appointments or other personal matters if the employee wishes to charge his time to other types of leave. An employee may choose to charge time off during flexible hours to the appropriate leave category or use credit time. All leave requests must be pre-approved by the supervisor.

## **6. Lunch/M meal Periods:**

6.1. Employees must take a minimum of a thirty-minute meal period. The supervisor will establish the lunch hours for each employee with the normal lunch period being 45 minutes from 11:15 until 12:00.

6.2. On-the-job meal periods are only authorized for flying duties or overlapping shift work and will be annotated on the time and attendance records as “No Lunch Period” (NLP). When a meal is consumed during a long distance flight, an on-the-job meal not to exceed twenty minutes may be authorized if time to take a meal break on the ground is not possible. On-the-job meal periods require that: employees spend their on-the-job meal at or near their work stations; and the time covered by the twenty minute on-the-job meal period is compensable. Employees given duty free meal periods will not receive compensation for that time.

6.3. If the supervisor assigns work to an employee during their authorized meal period, appropriate compensation must be provided.

**7. Military Leave:** Military leave is absence from duty in the employee's civilian position (military member) without loss of pay (including pay for regularly scheduled overtime) to perform military duty.

7.1. An eligible employee accrues 120 hours of military leave each fiscal year. Any military leave (not to exceed 120 hours) which is unused at the beginning of the succeeding fiscal year is carried forward, not to exceed a maximum total of 240 hours of military leave during a fiscal year.

7.1.1. Military leave is charged on an hourly basis beginning with the first regularly scheduled civilian duty day during which active duty is performed. Military leave continues through the last active duty day, but is not charged on non-duty days (weekends, holidays, or scheduled days off).

7.1.2. Military leave is charged on an hourly basis regardless of the type of schedule the employee may work or the number of hours in the employee's workday. (For example, if an employee is on a Compressed Work Schedule and is on orders for the full pay period, he/she is charged 9 hours leave each day, 8 hours for his eight-hour day and is not charged leave on his Scheduled Day Off (SDO) or the weekend days).

7.1.3. An employee on active duty military orders starting after the end of his duty day is not charged military leave for that day.

7.1.4. An employee may use annual leave, LWOP, Comp Time, or Credit Hours for active duty prior to all military leave being used. A member may use a combination of annual leave, comp leave, credit time, or military leave at their discretion.

7.2. The following information is taken directly from AFRC/CV Memorandum dated Mar 5, 2002:

7.2.1. The new "consecutive day rule" is as follows: A full day of annual leave, military leave, accrued compensatory time, accrued credit hours, or LWOP must be charged for civilian workdays on which consecutive days of active duty pay are earned (whether the consecutive days of active duty are covered on a single order or a series of orders) unless one or more of the following exceptions apply:

7.2.1.1. If on the first day of active duty, the member is not required to report for military duty until after the civilian duty day ends, no leave is charged for that first day. If the member is required to report for military duty on the first day of the period of active duty after the beginning of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.

7.2.1.2. If the member is completely released from active duty on the last day of the consecutive days of active duty prior to the start of the civilian duty day, no leave is charged for the last day of active duty. If the member is released from active duty on the last day after the start of the civilian duty day, leave must be charged to cover the period of overlap with the civilian duty day.

7.2.1.3. When an employee terminates a period of active duty no later than 2400 hours on one calendar day and a need arises on the next calendar day to call that member back to active duty, no leave will be required for the next calendar day IF:

7.2.1.3.1. The member had been completely released from active duty on the previous day.

7.2.1.3.2. The military need did not arise or become apparent until after the first active duty period ended and the employee is under civilian control.

7.2.1.3.3. No other person is available to serve the second period of active duty, and

7.2.1.3.4. That portion of the ruled in paragraph 7.2.1.1. above applies, which allows for no charge to military leave.

7.2.1.4. Multiple orders authorizing consecutive days of active duty must be approved at the Group Commander level or higher. Appropriate documentation certifying this approval must be maintained and available for review.

7.2.2. When military duty overlaps the civilian duty day, 15-day military leave will still be charged in minimum 1-hour increments for the actual period of overlap of the civilian duty day with active duty, inactive duty, or inactive duty travel. Other appropriate leave may be charged in 15-minute increments.

7.2.3. Remember that active duty pay is received even for days on which only active duty travel is performed; consequently, the rules governing consecutive days of active duty apply to these travel days also. In addition, the employee must not be required to perform civilian duties during the hours or on the days for which leave is required under this policy.

7.3. A copy of all military pay documents – certified active duty orders, all 40as (RMPs, UTA reschedules), and FTPs must be forwarded to the appropriate timekeeper before they are processed for pay (even if the duty was performed after normal duty hours, on weekends, or on scheduled days off). Timekeepers are required to keep a copy of all military pay documents with their timesheets. In addition, the timekeeper is required to forward a copy of all military pay documents, when duty was performed during the member's normal duty hours, to 914 AW/FMF.

7.4. Additional Leave for Military Technicians (ARTs) – In addition to the 120 hours of military leave, military technicians are entitled to 44 additional workdays of military leave in a calendar year when on active duty without pay for participation in operations outside the United States, its territories, and possessions. The active duty orders must cite 10 U.S.C. 12315, 12301(b), or 12301(d) to be eligible for this entitlement. This leave cannot be used while on active duty in support of a war or national emergency declared by the President or Congress. The 44 workdays are converted into hours and are charged on the same basis as annual leave – ARTs who work 80-hour pay periods are entitled to a maximum of 352 hours. Those with uncommon tours of duty accrue the amount of authorized leave according to their work schedule. The 44 workdays or a portion thereof, cannot be carried over into the next calendar year. It is appropriate to use this leave on the day of deployment from home station, any intervening stops within the United States, its territories, and possessions, and the day of return to home station as long as the ultimate destination on the military orders is an overseas location and any intermediate destinations/stops are part of the continuing mission. In order to receive any pay for a civilian non-workday, a change to “active duty with pay” status is required. This requires use of a separate AF Form 938 for each period of conversion. Changes to civilian duty status on workdays during the same military tour are also authorized, and require either the use of a DD Form 1610, AF Form 3956, or AF Form 40a. Use of this military leave is at the employee's discretion.

**8. Compensatory Time:** Subject to provisions of the FLSA, and 5 CFR, Part 551, supervisors may grant compensatory time off to certain General Schedule (GS) employees to compensate them for overtime work (irregular or occasional) performed. Compensatory time off can also be approved for a “prevailing

rate employee” (wage), but there is no authority to require that any prevailing rate employee be compensated for irregular or occasional overtime work by granting compensatory time off. Compensatory time off is not authorized for GS employees who are nonexempt from the FLSA, unless requested by the employee. Employees whose basic rate of compensation exceeds the maximum rate for grade GS-10 may be required to take compensatory time off instead of overtime pay.

8.1. Compensatory Time Use: Shall be granted to an employee within a reasonable time after the overtime is worked. The limit for the use of compensatory time is the end of the 26<sup>th</sup> pay period after the overtime was worked. The unused compensatory time then shall be paid at the overtime rate at which it was earned.

8.2. Compensatory time granted is subject to the salary limitation in 5 U.S.C. 547 which prohibits payment of overtime to employees whose rate of basic compensation equals or exceeds the maximum rate of basic compensation for GS-15 (including GM-15).

**9. Family Medical Leave/Family Friendly Leave Act:** Family medical leave codes will be reported with the applicable leave codes (LS, LA, LB, LG, KA, LQ, LR, CT, and CN). The codes DA, DB, DC, DD, DE, and DF (See [Attachment 3](#)) will be reported in the ENV/HAZ/OTH field as an exception on the timesheet. Family friendly leave codes will be reported with the applicable leave codes (LS and LG). The codes DE and DF will be reported in the ENV/HAZ/OTH field as an exception on the timesheet.

## **10. Physical Fitness Program:**

10.1. Full-time support civilian personnel (traditional non-temporary civil service employees and Air Reserve Technicians) are authorized time for physical fitness activities while in an official duty status. Use of this time is **voluntary** on the part of the employee. The following conditions will apply to the use of such time:

10.1.1. The physical fitness activities will be performed on base only. Some examples of the activities that may be included are: walking, jogging, bicycle riding, gym activities, and tennis. Some examples of the activities that do not fall under this program are golfing, bowling, and softball. Any activity that is not listed as an example will require approval from the supervisor and the group commander.

10.1.2. A **maximum** of 3 hours per week may be used for physical fitness activities. The time must be used in blocks of not more than 1.5 hours. Only one block of time per day is authorized. Unused time from previous periods **can not** be banked.

10.1.3. Each absence must be recorded on the timesheet with the code LN (excused absence) along with the remark “Physical Fitness.”

10.1.4. The 3 hours per week consists of total time away from the job and includes time for changing clothes, showering, traveling to the exercise location, and return to work. Physical fitness periods cannot be combined with authorized breaks, but can be done in conjunction with the lunch hour or at any other time during the employee’s normal duty day.

10.1.5. Each employee must have supervisory approval and a doctor’s statement certifying that the employee is physically able to partake in the program before they can participate. Participation sheets and doctor’s statement forms are available from civilian personnel.

10.1.6. Supervisors have the right to disallow program participation based on mission requirements or may vary the times employees participate. If any abuse is identified, the program privileges may be revoked and/or disciplinary action taken.

**11. Overtime :** Authorized and approved hours of work in excess of the basic 40-hour workweek or in excess of eight hours in one day.

11.1. Overtime cannot be earned for work performed during normal duty hours on either a holiday or the day on which a holiday is observed.

11.2. Premium pay cannot be paid to an employee whose basic rate of pay equals or exceeds the maximum rate for grade GS-15. Premium pay may be paid to an employee whose basic rate is less than the maximum rate of GS-15 only to the extent that the payment does not cause the total rate of pay for any pay period to exceed the maximum rate for GS-15.

11.3. Overtime pay must be paid for regularly scheduled overtime, comp time may not be granted for regularly scheduled overtime.

**12. Holiday Pay:**

12.1. When no work is performed regular full time employees receive their regular straight-time pay, including night differential and shift pay, for holidays on which they are not required to work. Part-time employees receive their regular pay for holidays on their regularly scheduled workdays.

12.2. When work is performed employees who are entitled to their regular straight-time pay for a holiday are entitled to additional holiday premium pay for work on a holiday during the hours of their regularly scheduled basic workweek. If an activity is closed on Friday or Monday because of a holiday falling on Saturday or Sunday, employees whose regularly scheduled basic workweek includes both the holiday and the closed day who are not required to work on the closed day, but are required to work on the holiday are paid regular pay for the closed day and holiday premium pay for the holiday. They will not be charged annual leave for the closed day.

12.2.1. If an employee called back to duty on a holiday performs continuous duty covering a portion of his or her regular duty hours, he or she is paid holiday premium pay for the actual time worked during regular duty hours and at least two hours at the overtime rate for the period outside regular duty hours.

12.2.2. An employee is entitled to pay for overtime work on a holiday at the same rate of pay as for overtime work on other days.

**13. Comp Time, Overtime and Holiday Pay :**

13.1. All comp time and overtime, except in an emergency, must be approved before it is worked. In an emergency approval must be obtained by the end of the 1<sup>st</sup> workday following the performance of overtime work, or as soon as possible thereafter. Comp time and Overtime will be approved only when an absolute requirement exists.

13.2. An AF Form 428 will be used to request compensatory time, overtime, and holiday premium pay. The following personnel are the only ones authorized to approve Compensatory time at the 914<sup>th</sup>: 914 OG/CC, 914 LG/CC, and 914 SPTG/CC. If any of these personnel are absent approval must be



obtained from 914 AW/CC. Overtime and Holiday Pay requests are approved only by the Wing Commander.

**14. Holiday (SDO) Scheduling :** When an employee has three consecutive non-workdays off, and a holiday falls on one of these non-workdays, the following rules shall apply in designating the workday as the “in lieu of” holiday. If the employees’ Scheduled Day Off (SDO) falls on the holiday Monday the following day (Tuesday) will be observed as the “in lieu of” holiday. If an employees SDO falls on any other day of the week on a Holiday the preceding day will be observed as the “in lieu of” holiday. An employee on a compressed work schedule will be entitled to basic pay for the number of hours of their previously approved compressed work schedule on the holiday, not to exceed nine hours. An employee on a flexitour work schedule will be entitled to basic pay for eight hours.

**15. Record Keeping:** General Records Schedule 2 – Payrolling and Pay Administration Records states “All time and attendance source records upon which leave input data is based, such as time or sign in sheets; timecards; flextime records; leave applications for jury duty and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based.” These records are to be maintained by the timekeeper until GAO audit or six years old, whichever is sooner.

**16. New Employees :** Supervisors may require a new employee to work during the official business hours until he/she becomes sufficiently oriented to work independently during flexible time without supervision.

**17. Second Shift :** Those employees whose duties temporarily require them to work a second shift, will revert back to their AWS each time after working the second shift.

**18. Excused Absences :** Are those periods of time when an employee is absent from the work place in an approved official time or administrative leave status.

**19. Administrative Leave :** In case of inclement weather, employees on an AWS will report to work at the same specified time as other employees when the base opening has been delayed. Employees who are sent home early because of adverse conditions will depart at the time so designated by the appropriate authority.

**20. TDY:** Employees may not change their civilian work schedule to a standard 8-hour day for the purpose of performing military duty. If the employee is on a compressed work schedule, e.g. 9 or 10-hour days, he/she is charged leave for time spent performing military duty and must report to the civilian job for any time outside of the military duty day. For example, an employee who performs active duty from 0800 to 1630 and whose civilian workday is 0800-1730 must return to work at 1630 and work until 1730 or take annual leave, LWOP, accrued comp time or credit hours.

## **21. Management/Supervisory Responsibilities:**

21.1. Management/supervisors are to determine the number and kinds of employees on duty during any hours of any given day to ensure that essential work is accomplished. Where appropriate, management/supervisor will determine minimum/maximum number of employees on any given tour of duty within any given work section.

- 21.1.1. If the supervisor cannot approve an employee's schedule request, the employee and the supervisor will discuss possible alternatives. Supervisors will make every reasonable effort to honor an employee's request subject to constraints such as work requirements, mission impact, and safety.
- 21.2. Management/supervisors may restrict an employee's choice of days off if it would adversely impact the section's mission accomplishment.
- 21.3. Management/supervisors may withdraw or alter an AWS to meet organizational mission requirements or due to employee abuse.
- 21.4. As relates to mission requirements, management/supervisors may request an employee change their approved schedule. The maximum possible advance notice will be given to all employees.
- 21.5. Management/supervisors may exempt from the AWS any employee or groups of employees and/or restrict an employee's choice of arrival times if the participation in the program has had or is anticipated to: (1) have an adverse impact on the accomplishment of the mission; (2) incur additional cost; or (3) disrupt an office's functions. Nothing in the AWS program represents nor is intended as a relinquishment of any management right according to law and regulatory guidance.
- 21.6. Management/supervisors determine the type of work schedule an employee will be on while TDY. If the AWS is changed for the TDY period, the employee has the option to revert to their former schedule upon return to home station starting the next pay period

JAMES B. ROBERTS COL, USAFR  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

## TERMS AND DEFINITIONS

<b>Agency/Organizational Unit</b>	914 <sup>th</sup> AW, Niagara Falls, New York
<b>Alternate Work Schedule (AWS)</b>	Any flexible or compressed work schedule, which differentiates from the standard 8-hour day, 40-hour week, 80-hour biweekly, Monday through Friday administrative workweek.
<b>Band Width</b>	The bandwidth is normally that period of time between 0600 and 1800 hours, allowing for a minimum 30-minute meal period, maximum 2 hour meal period.
<b>Basic Work Week Requirement</b>	The number of hours, excluding overtime hours, an employee must work or otherwise account for by leave, credit hours, etc. A full-time employee must work 80 hours per biweekly pay period. The basic workweek shall normally be Monday through Friday, unless changed by the employer to accomplish special work requirements.
<b>Biweekly Pay Period</b>	A two-week period for which an employee is scheduled to perform work.
<b>Compensatory Time</b>	Compensatory time off under the General Schedule is distinguished from credit hours in that compensatory time off derives from entitlement to pay for overtime work. Entitlement to compensation in the form of credit hours derives from work performed at the option of the employee in excess of the employee's basic work requirement. An agency may grant compensatory time off in lieu of overtime pay at the request of the employee.
<b>Compressed Schedule</b>	A compressed schedule is a normal 80-hour biweekly pay period that is scheduled within less than the basic 10 days. A compressed schedule is one in which the employee having selected a 9-day pay period continues to adhere to the approved schedule. There are no provisions for flexi time or gliding schedules under a compressed work schedule. There is no provision for credit hours under a compressed work schedule.
<b>Core Time</b>	That period of time during each workday when an employee must be present for work or in an appropriate leave status. (0830-1500)
<b>Credit Hours</b>	Any hours, or portions thereof, within a flexible schedule, and are in excess of an employee's basic work requirement, but within the tour of duty, which <u>the employee elects</u> to work so as to vary the length of a work day, but with prior supervisory approval. Credit hours are distinguished from overtime hours in that management does not officially order them in advance. Credit hours are authorized only for employees on a flexible schedule.
<b>Excused Absences</b>	That period of time when an employee is absent from the work place in an approved official time or administrative leave status.

<b>Flexitour Schedule</b>	A flexible schedule that consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. Once having selected starting and stopping times within the flexible hours, continues to adhere to these times. Credit time may be earned and used. Meal periods may vary from 30 minutes to two hours.
<b>Gliding Schedule</b>	A gliding schedule is a flexible schedule in which an employee has a basic work requirement of 8 hours each day and 40 hours each week. Employees may select an arrival time each day and may change that arrival time daily as long as it is within the established flexible hours. Meal periods may vary from 30 minutes to two hours.
<b>Holidays</b>	Employees will be credited with the appropriate number of holiday hours based upon their previously established /approved AWS, not to exceed 10 hours per holiday.
<b>Lunch/M Meal Period</b>	The specific meal period is to be determined by the day shift supervisor for each function to occur within 1100 to 1300 hours. Employees on second shift will have their meal period during the mid-shift time frame. Meal periods range from 30 minutes to 2 hours. Employees are to be entirely free of the duties of his or her position during an unpaid meal period.
<b>Overtime Hours</b>	<p><u>Flexible Schedule (Flexitour and Gliding):</u> Overtime hours are all hours of work in excess of 8 in a day or 40 in a week that are <u>officially ordered in advance</u> by management, but do not include credit time.</p> <p><u>Compressed Schedule:</u> Overtime hours for a compressed schedule are any hours in excess of those specified hours that constitute the compressed work schedule.</p> <p><u>General:</u> The requirement that overtime hours be officially ordered in advance also applies to nonexempt employees under FLSA. There is no concept of “suffer and permit” for overtime work performed under the AWS program.</p>
<b>TDY</b>	Temporary duty away from home station.
<b>Time Accounting Records</b>	Will be maintained in accordance with applicable regulations and are subject to audit on an unannounced basis.
<b>Tour of Duty</b>	The tour of duty comprises all hours and days for which flexible and core hours have been designated. Agencies establish flexible and core hours, which may include one or two sets of core hours. <u>A single core hour set includes a standard meal period. A double set of core hours allows for flexible hours at midday.</u> The tour of duty for employees under a compressed work schedule is defined by the fixed schedule established by the agency. There are no provisions for flexi time or gliding schedules under a compressed work schedule.

<b>Work Day</b>	The basic administrative workday will normally consist of 8-hours with a minimum 30-minute meal period, subject to management approval, based on work requirements. Under an AWS, workdays may be less than, or exceed 8-hours, depending upon each employee's particular approved AWS.
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## Attachment 2

## 914TH AIRLIFT WING ALTERNATE WORK SCHEDULES (AWS)

Category	AWS Codes (Note 1)	In/Out Time	Hours In Day	Hour in Week	Hours Bi-Weekly	Credit Hrs. Auth. (Note 2)	Comp. Hrs. Auth.	Over time Auth.
Not On AWS (Straight 8's)	0	Set	8	40	80	No	Yes	Yes
Flexitour *	1	Set	8	40	80	Yes	Yes	Yes
Gliding *	2	Varies	8	40	80	Yes	Yes	Yes
Compressed Work Schedule **	6	Set	Set	Varies	80	No	Yes	Yes

\*- Schedule Permits Use of Credit Hours at Activity Discretion

\*\* - Schedule Allows Fewer Than 10 Work Days in the Bi-Weekly Period

**NOTE 1:**

<u>Code 0 - Not on AWS:</u> Employee has a standard workweek schedule which consists of five 8-hour days, 40 hours each week, 80 hours biweekly. Employees with this code are NOT considered to be on an Alternate Work Schedule.
<u>Code 2 – Gliding:</u> A gliding schedule is a flexible schedule in which an employee has a basic work requirement of 8 hours each day and 40 hours each week. Employees may select an arrival time each day and may change that arrival time daily as long as it is within the established flexible hours. Meal periods may vary from 30 minutes to two hours.
<u>Code 1 - Flexitour:</u> A flexible schedule which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. Once having selected starting and stopping times within the flexible hours, continues to adhere to these times. Credit time may be earned and used Meal periods may vary from 30 minutes to two hours.
<u>Code 6 - Compressed Schedule:</u> The employee has a basic work requirement of 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday <u>must be scheduled</u> . This is also known as the 5-4/9 plan. The employee may work 9-hour days during eight days of the biweekly pay period and an 8-hour day on the ninth day to complete eighty hours for the pay period. The tenth day is an off day. FLSA will be computed on a <u>biweekly basis</u> .

**NOTE 2:**

A full time employee on a flexible schedule can accumulate not more than 24 credit hours, for carryover from a biweekly pay period to a succeeding biweekly period.

**Attachment 3****LEAVE CODES**

Code indicating the type of leave for which pay period or year to date information is provided.

<b><u>PAY TYPE HOURS</u></b>	<b><u>COMPENSATORY HOURS</u></b>
RG – Regular	CD – Credit Hours Earned
RF – Regular – First Shift	CN – Credit Hours Taken
RS – Regular – Second Shift	CE – Compensatory Time Earned
RT – Regular – Third Shift	CT – Compensatory Time Taken
OC – Overtime – Callback	<b><u>LEAVE HOURS – PAID</u></b>
OS – Overtime – Scheduled	LA – Annual Leave
OU – Overtime – Unscheduled	LB – Advanced Annual Leave
SG – Sunday Worked	LC – Court (Jury Duty)
SF – Sunday Worked – First Shift	LG – Advanced Sick Leave
SS – Sunday Worked – Second Shift	LH – Holiday
ST – Sunday Worked – Third Shift	LM – Military Leave
HG – Holiday Worked	LN – Administrative Leave Also used for Physical Fitness Time
HF – Holiday Worked – First Shift	LP – Annual, Restored #3
HS – Holiday Worked – Second Shift	LQ – Annual, Restored #2
HT – Holiday Worked – Third Shift	LR – Annual, Resorted #1
HC – Holiday Worked – Callback	LS – Sick Leave
<b><u>LEAVE HOURS – NOT PAID</u></b>	LT - Traumatic Injury (COP)
KA – LWOP	LU – Date of Traumatic Injury
KB – Suspension	LV – Excused Absence
KC – AWOL	LY – Time Off Award
KD – Office of Worker’s Compensation (OWCP)	LS – Donated Leave(Will convert to LD in system)
KE – Furlough	
KG – Military Furlough	
(LWOP) – Called to Active Duty	

**FAMILY MEDICAL LEAVE CODES**

Family Medical Leave Codes will be recorded with applicable leave codes (LS,LA,LB,LG) The FMLA Codes will be reported in the ENV/HAZ/OTH field on the time card.

DA – Birth of child or care of newborn

DB – Adoption or foster care

DC – Care of spouse, son, daughter or parent with serious health condition

DD – Serious health condition of employee

**FAMILY FRIENDLY LEAVE CODES**

Family Friendly Leave will be recorded with LS or LG. The FFLA codes will be reported in the ENV/HAZ/OTH field on the timecard.

DE – FFL Family Care/Bereavement

DF – Sick leave for adoption purposes